



## **Creative Theatre Experience: Lockdown & Shelter-in-Place Safety Plan**

At Creative Theatre Experience, your child's safety is our highest priority. In the unlikely event of a lockdown or shelter-in-place scenario, we follow a clear, practiced plan to ensure every student is accounted for and secure.

### **What Happens During a Shelter-in-Place?**

- All students and staff are brought to the Performing Arts Center (Main Stage Theater) as quickly and safely as possible.
- Workshop leaders perform headcounts and maintain calm within their groups.
- Designated directors sweep the building to ensure no students are left in classrooms, bathrooms, or backstage areas.
- Once the building is secure, all doors to the theater are locked, and staff await further instructions from building administrators or emergency responders.
- Staff will communicate alerts sent via Band app (required download for all CTE participants)

### **Sweep Coverage Includes:**

- Program Director:
  - Classrooms
  - Lobby
  - Public bathrooms
- Technical Director:
  - Black Box Theater
  - Dressing rooms
  - Crossover bathrooms
  - Rooms 252 & 253
  - Scene Shop (Technical Area)

**In the Event of a Full Lockdown:**

- Students and staff will shelter quietly under the stage in the Performing Arts Center until cleared.
- The program team will remain in communication with emergency services at all times.

**How We Ensure Safety & Accountability**

- An Emergency Binder is kept backstage with full student rosters and emergency contact information.
- Every workshop performs multiple headcounts, before, during, and after any event.
- Staff are trained in emergency response and take part in drills throughout the season.